



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**  
Wednesday, February 5, 2020  
4:30 P.M. – 5:30 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**Internal Operations Committee Members**

*Chair Robert Leete  
Vice-Chair Kevin Graves*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m. – By Chair Leete.
  2. Roll Call – All Present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**  
None.
- C. DRAFT MINUTES TO BE APPROVED**
1. December 4, 2019 Internal Operations Committee DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion Regarding SB998 Internal Procedures.  
General Manager Davies – Provided the details regarding SB998 Internal Procedures; shutoff law with a number of requirements, shutoff notice in 5 different languages, certain procedures to follow, and the Town has implemented all of the requirements. Also Ordinance No. 7 is on the Board Agenda tonight with the amendments related to SB998.
  2. Discussion Regarding Personnel Updates.  
General Manager Davies – Provided the details regarding the personnel updates; Water Tech position open, Executive Assistant open (interviews have been scheduled), and the new Administrative Assistant will be starting Monday, February 10, 2020.
  3. Discussion Regarding Automated License Plate Readers.  
General Manager Davies – Provided the details regarding the License Plate Readers related to the letter from the Contra Costa County Office of the Sheriff.
- E. FUTURE DISCUSSION/AGENDA ITEMS**  
None.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:38 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 02-07-2020

<http://www.todb.ca.gov/agendas-minutes>